SELF-REGISTRATION GUIDE : RETURNING SECOND YEAR STUDENTS 2017/18

School of Graduate Studies
UNIVERSIDAD CARLOS III DE MADRID
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IMPORTANT INFORMATION

- If you need to exit the application during your registration process, you must do so by clicking on the DISCONNECT BUTTON. Do not use the "x" (close) function on your browser as this will cause the process to block temporarily and you will not be able to continue registering.

- If you have any problems with your registration, you can send this form, with the courses you wish to register for in the following contact:
  Postgrado.uc3m.es/contact

- In order to be able to register, all the official records for your courses from the previous academic year need to be closed. Otherwise, you need to wait for the deadline to close in order to register. If you are still unable to register after the deadline has closed, please send the form above to the same address.

- In order to access the Campus Global until your registration is complete, you may self-register to the courses at
  Campus Global – Aula Global 2 – Autosuscripción AG

- Check the registration and student status regulations here:

For further information about registration: Postgrado.uc3m.es/enrollment

1. - ENTERING THE APPLICATION

To enter the application, use the username and password that you used for the university mail in this link: https://sigma-web.uc3m.es/InicioAlumno.html. If you don’t remember please contact with an informatic scholar, they will provide it.
1. The login is your NIU (ex: 100042331)

2. The password is the same of the University mail

3. Choose language, “English” or “Spanish

4. Push “Entrar”
The button to access the “Tuition” dropdown menu and select: “Tuition”

You can consult the Tuition. (Print document, review, etc.)
2. **REGISTERING**

**A) MY PERSONAL INFORMATION**

You can modify your “Home address” information. To include new Location info, click on to find Postal Codes.

If you do not know your “Address during the course”, use your home address information. As soon as you have your address, please inform the Postgraduate Information Office on your Campus.
Enter your mobile telephone number and personal e-mail address. Most communication, however, will be via your UC3M e-mail account.

When you have completed your Personal Information, click on "Next".

You can also click on "Courses to enroll" to continue on to the next step.
B) MY COURSES TO ENROLL

Before choosing your classes, please remember to:

A. **Consult the Program for your Master's** in order to know which courses you must enroll in our [codebook](http://www.uc3m.es/portal/page/portal/postgrado_mast_doct/matricula/como_se_realiza/ofertacas/masteres%2013_14.pdf).

B. All courses are shown for the first year of study, 1\textsuperscript{st} and 2\textsuperscript{nd} semesters. You must choose one of the following **enrollment requirements**:

   **Full time enrollment**

   For some degrees, this is the only option available. It is applied when you register for all of the 1\textsuperscript{st} year classes (except the Master's Thesis in some cases).

   **Part time enrollment**

   If you choose to study part time, depending on your study plan, you must register for 18 to 30 credits.

C. **Selecting** courses:

   Courses are selected by clicking on the \[+\] icon. A counter will automatically record the courses and credits you have enrolled in.

D. **Registering for your Master's Thesis**:

   You must check with the Master’s Office or Student Registrar’s Office to find out about any specific requirements regarding enrolling for your Thesis course.

   In some cases it is obligatory to enroll in the Thesis course at the same time as the rest of the courses. In other cases you may enroll during specific periods before presenting and defending your Thesis.

   Nevertheless, if you’re soliciting a Scholarship or you’re already the beneficiary of a Scholarship, please review the established conditions of the call to be a beneficiary: [Becas MEC](http://www.mecd.gob.es/servicios-al-ciudadano-mecd/becas-ayudas.html)

   You must also note that if the subject you’re taking is the last you must take, and you’re choosing to perform the registration in the moment of the presentation and of the defense, you must assume the responsibility of not being considered an official student for the University, as you’re not registered, so you won’t be informed about this regard.
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Select the enrollment type:

This counter shows the subject and credits enrolled.

You can hide this menu by clicking on 

There may be 3 tabs:
- Plan: Courses to be taken for the first time.
- Pending: Failed courses.
- Recognized: Courses under this condition and have not been taken.

Choose your classes one by one, pushing the “+” (Add) button: , successively as you choose them.
In some degree programs you may enroll in classes from other UC3M Masters programs in order to fulfill the elective course requirements of your study plan (nevertheless, after registering for these classes you will need to check with the corresponding Master’s Office to receive authorization). To register for those classes you must click on “Out of plan” and type in the corresponding code in the box in the lower part of your screen (check the list of codes on the registration web page).

Follow the same procedure as above to select classes from the same Master’s but from a different specialization, where this option is permitted.
Once you have chosen your classes, click on “Next” at the bottom of the page or “Payment Information”.

Click on “Add” and in the pop-up menu enter the course code for the class you wish to register for.
C) PAYMENT INFORMATION

In “Payment Information” a screen will appear with the following information and instructions. You will need to enter all data corresponding to “Payment Information” and “Additional fees” which apply to you:

- After completing and reviewing the Payment Information, press the Confirmation button to continue enrollment.
- To select a discount rate with bonus (large family ...) or conditional scholarship selection, use the dropdown list.
PAYMENT INFORMATION

Discount
Scholar
Deferred payment
Payment Method
By Bank
Electronic Payment (TPV)
By direct debit
Bank Account Number (IBAN)
BIC Code (SWIFT)

Account holder
Name
Surname
Second surname

Other Fees

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fondo Solidario 0.7</td>
<td>0.00 EUR</td>
</tr>
<tr>
<td>Apertura Sup. Académico Master</td>
<td>27.84 EUR</td>
</tr>
<tr>
<td>Expans Tarjeta Identidad Master</td>
<td>8.11 EUR</td>
</tr>
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</table>
**Discount rate:**
Dropdown list where you can choose from the following options:

- **Ordinary:** Choose this option if you are not eligible for any deductions.
- **Large family:** If you have a valid Large Family registry card issued by the Madrid Regional Government, Spain
  - **General:** 3 or 4 children.
  - **Special:** More than 4 children.
- **Family members of those killed on active duty, victims of terrorist attacks**
- **Disability exemptions**

The documents accrediting the above conditions must be turned in as soon as possible filling this **electronic form** (deadline: a month since the program has begun).

**Type of Scholarship:**
Dropdown list with the following options:

- **M.E.C.D Grants:** Choose this option if you have already requested, or are planning to request a scholarship/grant from the Ministry of Education, Culture and Sports for the upcoming academic year.
- **Pais Vasco Grant:** País Vasco Grant program (Official Master’s)
  
  If you aren’t beneficiary of a scholarship, don’t click in the button.

If you **are going to apply for a MEC Scholarship or already are a Scholarship recipient**, review the conditions established by the call for applications in order to be eligible [becas_MEC](#).

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**IF YOU HAVE APPLIED FOR A SCHOLARSHIP/GRANT, IT IS MANDATORY TO SET TUITION PAYMENT BY DIRECT DEBIT WITH A SPANISH BANK ACCOUNT**

**Deferred payment:**
Choose this option if you wish to pay your tuition in four payments.

IN ORDER TO BE ELIGIBLE FOR DEFERRED PAYMENT, YOU MUST HAVE A DIRECT DEBIT ACCOUNT in a Spanish bank or savings bank.

If you have not yet opened a direct debit account, you should do so at the beginning of the term, otherwise your registration will be changed to SINGLE PAYMENT.
Consult the Direct Debit Calendar 2016/2017 in this link: 
http://www.uc3m.es/ss/Satellite/Postgrado/en/TextoMixta/1371212431964/
If enrollment date is later than any payment installment, these will be charged at the following installment after the registration.

Payment method:

- **By bank:**
  Choose this method if you wish to make your payments in cash at any Spanish branch office of Banco de Santander or Bankia -Caja Madrid Savings Bank.

- **By direct debit:**
  If you choose direct debit payment of your tuition (obligatory if you have chosen deferred payment or are planning on requesting any type of scholarship/grant/financial aid), you must enter the 20 digit account number (of a Spanish bank or savings bank) that you wish to use for payment, in this order: Bank-branch-control number-account number (it will appear in Spanish as: Entidad-Sucursal-Dígito de Control-Nº cuenta). You must also include first name and surname of the account holder.

- **Credit/debit card.**

In any case if you have problem with the payment method contact with us in the following electronic form.

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**ADDITIONAL FEE**

<table>
<thead>
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<th>Tasas Opcionales</th>
<th>Importe</th>
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<tbody>
<tr>
<td>Fondo Solidario 0.7</td>
<td>0,00 EUR</td>
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- **0.7 Solidarity Fund:** Tick this box if you wish to become involved in the Carlos III University projects aimed at helping less fortunate groups, especially in Iber-America and Africa: http://www.uc3m.es/cooperacion
Once you have chosen your payment method, click on “Next” at the bottom of the page or on “Enrollment Confirmation”.

**D) ENROLLMENT CONFIRMATION**

Review your academic data, fees and amounts, then click on “Confirm”.

The classes you have enrolled in as well as the total amount of tuition and fees will appear:

- Total number of credits
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- Tuition amount

- Student Insurance, if applicable
- Solidarity Fund, if applicable.
- Career Placement Service fee.

- Registration total amount

- Payment method
To finish, click on the "Confirm" button.

**E) MY REGISTRATION RECEIPT**

This Kind of documents appears only if you have selected “By Bank” in payment method.

You can see, print, download or send by mail the different documents of the enrollment.

Before finishing fullfil the “Statistical Data” and click on “continuar”

**F) PAYMENT**

If you **DID NOT** choose direct deposit, the following payment form will appear. This is what you will need to present at the bank.
3.- STATISTICAL DATA

In the main menu select Statistical Data

We recommend that you save a copy of your payment form in PDF and print a copy.

Before finishing, click on “Statistical Data”
4. - PAYMENT FOR TPV

The TPV payment option gives you the ability to pay by credit / debit card. As the direct debit payment you can split the payment in four installments.

It is very important that you consider the limit of your card before proceeding to pay to avoid returns later and incidents with your tuition.

Once you make the registration as instructed above to select a payment method:

ELECTRONIC PAYMENT (TPV)
You can click on the **Deferred payment option** (1).

Once you have filled all the fields, finally click on the "Next".
On the next screen appears Provisional Registration application. Check that the data is correct and proceed to confirm enrollment.
The settlement of tuition appears in pdf format.

Once you click continue the following message:

**MAKE PAYMENT IS REQUIRED AT TIME OF REGISTRATION.**

Then start the connection to the banking system.
The last step corresponds to PAY the bank card details. A screen like the following:

- **Select the language**

- In the drop down choose the **month and year of expiry** of the card.

- This box includes **16 bank card figures**, and **validation**.

- This box includes **3-digit validation code**.

- **OPERATION TO END WITH CLICK ON THE "PAGAR"**

VALID CARDS: VISA & MASTERCARD
If you have to pay at a later time (for incidents, etc.), when you go to make the payment will have to enter the application by the link: https://sigma-web.uc3m.es:8443/SolicitudEntradaIMO.html

Click on “Pending payments TPV”

Select the Academic Year and “Search”

Select the pending payment you are going to pay by credit card:
And again start to connect to the banking system.

**VERY IMPORTANT CHECK THE CARD LIMIT WHEN MAKING PAYMENTS**